



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 04 2025

MEMORANDUM
No. 253s. 2025

RECONSTITUTED DIVISION TASK FORCE ON SCHOOL-MANAGED CANTEENS

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division Public
Elementary and Secondary School Heads
All Others Concerned

1. In accordance with DepEd Order No. 008, s. 2007, titled 'Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools,' this Office announces the reconstitution of the Division Task Force on School-Managed Canteens, as follows:

Composition of the Reconstituted Division Task Force on School-Managed Canteens

Chairperson	DR. LILIA A. RICERO OIC-Assistant Schools Division Superintendent
Co-Chairperson	DR. LEONAI DA L. GUTIERREZ Education Program Supervisor (EPS) EPP/TLE/TVL
Vice Chairperson	MS. MA. REGAELE OLARTE OIC-School Governance and Operations Division (SGOD) Chief
Member	PUBLIC SCHOOLS DISTRICT SUPERVISORS Assigned per School
	MS. MA. TERESA S. INDAP Division Nurse
	AMOR M. CASCALLA, RN Food Safety Compliance Officer
	ATTY. ERNESS FAITH R. ESPANTO Legal Officer III
	KARINA E. MEDINA Division Accountant
	VIRMA U. AMISTOSO Budget Officer
	JEROME M. TAGAPAN Division Engineer

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2. The roles and responsibilities of the Division Task Force on School-Managed Canteens are the following:

Chairperson	Leads the task force; provides policy direction and oversight; ensures alignment with DepEd mandates.
Co-Chairperson	Leads technical supervision and provides guidance on food safety, entrepreneurship, and school canteen operations
Vice Chairperson	Coordinates the operational and governance aspects of monitoring; facilitates reporting and technical support to schools.
Members	
<i>Public Schools District Supervisors</i>	Conduct school-level monitoring and provide technical assistance to school canteen managers.
Division Nurse	Conducts health and hygiene monitoring; advises on nutrition and sanitation practices in canteen operations.
Food Safety Compliance Officer	Conducts food safety inspections; ensures compliance with food handling and safety standards
Division Legal Officer	Reviews contracts, policies, or legal concerns related to canteen operations
Division Accountant	Reviews financial reports; ensures accuracy and transparency in canteen fund utilization
Division Budget Officer	Reviews and monitors budget allocations and utilization specific to canteen operations
Division Engineer	Assesses safety and structural integrity of canteen facilities; recommends necessary improvements.

3. Functions of the Division Task Force on School-Managed Canteens:

- a. **Monitor** the implementation of school-managed canteen operations across all public schools in the division.
- b. **Evaluate** compliance with DepEd Orders and guidelines on health, nutrition, and financial management.
- c. **Provide Technical Assistance** to principals, school canteen managers and coordinators.
- d. **Generate Reports** and submit findings to the Division Office for planning and policy decisions.
- e. **Recommend** strategies for improvement in food safety, infrastructure, and student welfare.



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4. Immediate and wide dissemination of this Memorandum is desired


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Encl: As stated Reference:

DepEd Order 8 s. 2007

DepEd Order 13 s. 2017

To be indicated in the Perpetual Index
under the following subjects:

SCHOOL-MANAGED CANTEEN OPERATION

LABORATORY CANTEEN

POLICY GUIDELINES

LLG/ Composition of the Reconstituted Division Task Force on School-Managed Canteens
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